

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

CD10-OWI-009  
REVISION A  
EFFECTIVE DATE: July 12, 2000

## ORGANIZATIONAL ISSUANCE

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CD10

### DRUG-FREE WORKPLACE PROGRAM

APPROVING  
AUTHORITY

NAME

TITLE

ORG

DATE

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Manager

CD10

7/12/00

CHECK THE MASTER LIST—  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	09/30/99	Baseline
Revision	A	07/12/00	Records paragraph revised and expanded.

## CD10 Organizational Work Instruction (OWI)

1. **PURPOSE:** The purpose of this instruction is to document the process by which the Human Resources Department conducts business related to the Drug Testing Program. This instruction establishes the procedures and responsibilities performed by the Human Resources Department that relate to the Drug Testing Program. This OWI ensures that MSFC employees assigned to Testing Designated Positions are properly assigned to those positions and randomly selected and tested in accordance with NASA and the Department of Health and Human Services policies and regulations

2. **APPLICABILITY:** The procedure applies to the assignment of employees to Testing Designated Positions, the random generation of lists of employees to be tested, and the testing procedures.

3. **APPLICABLE DOCUMENTS:**

Use current revisions unless there is overriding authority.

NPG 3792.1 NASA Plan for a Drug-Free Workplace

Executive Order 12564 Drug-Free Federal Workplace

Mandatory Guidelines for Federal Workplace Drug Testing Programs

4. **DEFINITIONS:**

TDP – Testing Designated Positions within NASA that have been designated by management for random drug testing.

Random Drug Testing – A system of drug testing imposed without individualized suspicion that a particular individual is using illegal drugs.

DHHS - Department of Health and Human Services

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5. INSTRUCTIONS: The guidelines established in the referenced “Applicable Documents” (above) will be adhered to in all matters related to the Drug Testing Program.

The functions of the Drug Testing Program will be performed by the MSFC Drug Program Coordinator and the Alternate Drug Program Coordinator.

The assignment of employees to a TDP by any means (appointment, reassignment, transfer, etc.) will be in accordance with the NASA Guidelines for Determining Testing Designated Positions (TDP’s) Subject to Random Drug Testing which is found in Appendix B of the NASA Plan for a Drug-Free Workplace. Employees will be notified in writing of their assignment to a TDP at least 30 days prior to being subject to random drug testing.

The selection of TDP employees for random drug testing will be made from a computer-generated random sample. The frequency and the timing of the testing will be at the discretion of the Drug Program Coordinator and the Alternate Drug Program Coordinator. The types of drugs which employees will be tested for and the percentage of TDP employees which will be tested each year will be in accordance with the NASA Plan for a Drug-Free Workplace.

The drug testing procedure at MSFC will adhere to applicable scientific and technical guidelines for Federal drug-testing programs as promulgated by DHHS. Specimen collection will be made by trained collection personnel. Laboratories designated for analyzing drug tests will be approved and certified by DHHS. All employees tested will receive written notification of test results.

6. NOTES: None

7. SAFETY PRECAUTIONS AND WARNING NOTES: None

8. APPENDICES, DATA, REPORTS, AND FORMS: None

9. RECORDS:

Record Type: Notification of test results (file copies)

Responsible Party: Testing Program Coordinator

Location: Human Resources Department, Building 4200, Room 312

Retention Schedule: Records will be established, maintained, and disposed of in accordance with Chapter 7 of NPG 3792.1

10. TOOLS, EQUIPMENT, AND MATERIALS: None

11. PERSONNEL TRAINING AND CERTIFICATION: None

12. FLOW DIAGRAM: None